



AN AASIS TRAINING GUIDE

Create Benefit Enrollment – Transfer to Full Time

PRINT IN NOTES VIEW



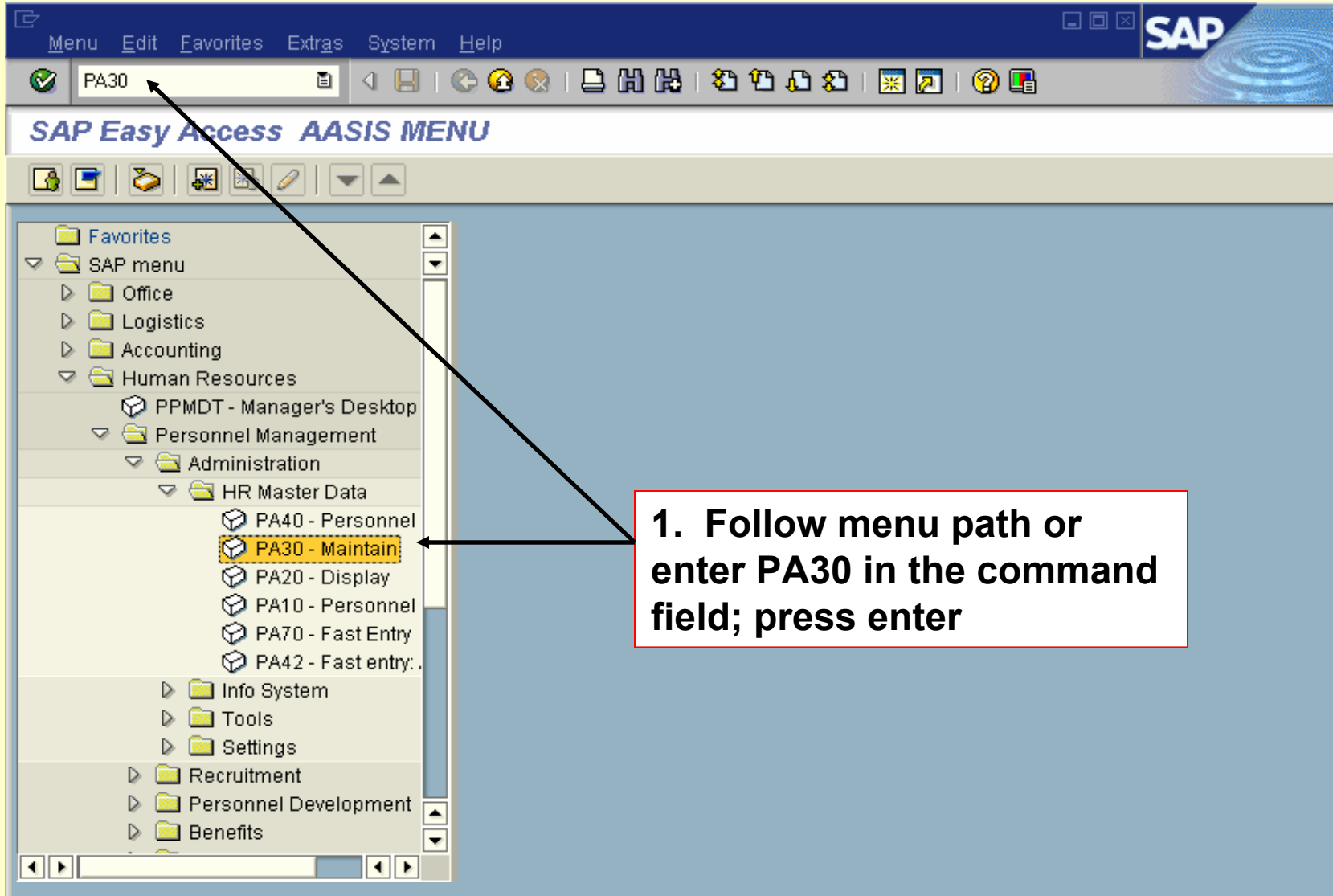
Demonstration

- Create Benefit Enrollment – Transfer to Full Time

Human Resources > Personnel Management >
Administration > HR Master Data > Maintain
(PA30/HRBEN0001)



Create Benefit Enrollment – Transfer to Full Time

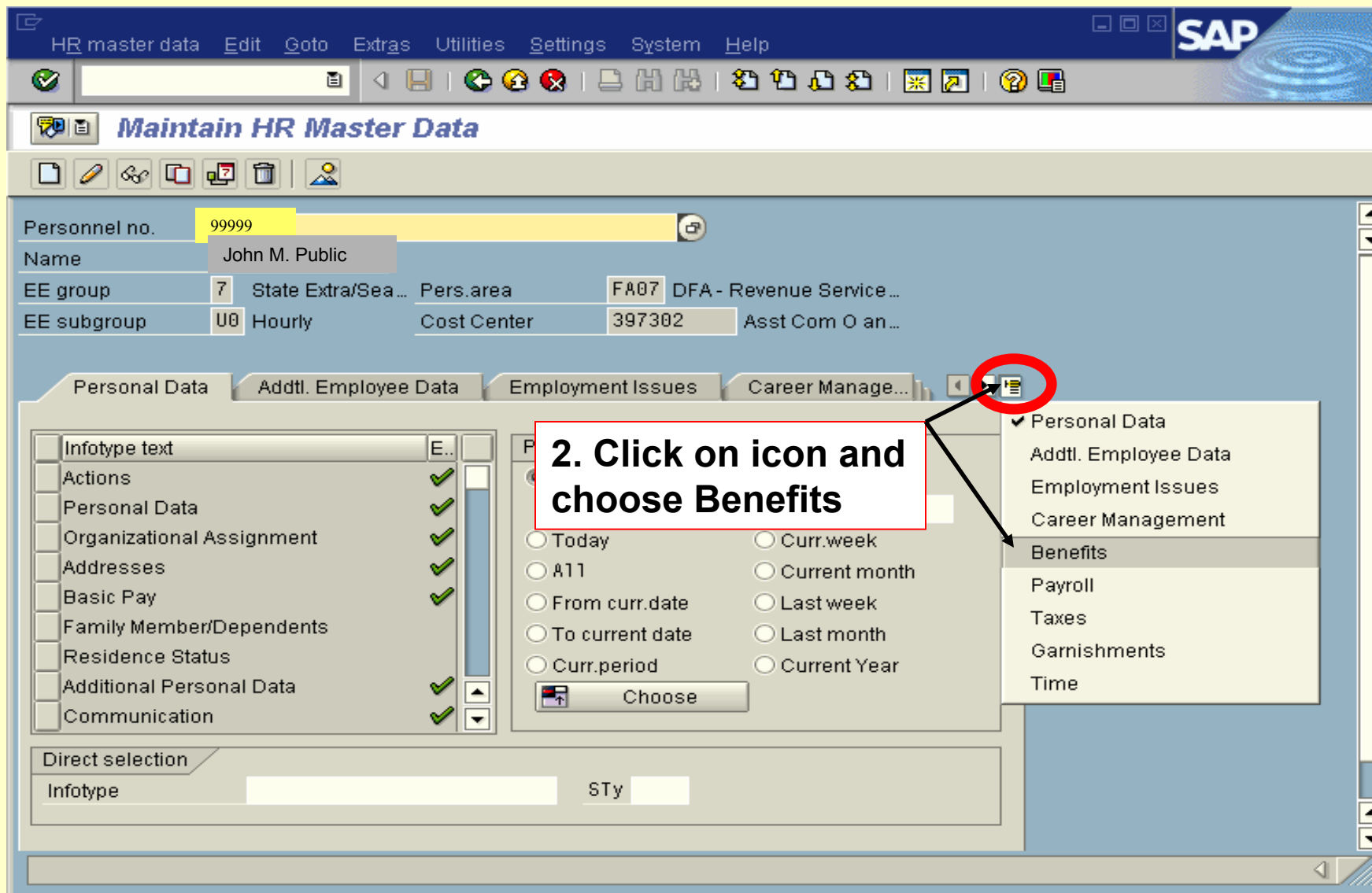


The screenshot shows the SAP Easy Access AASIS MENU interface. The menu path is as follows:

- SAP menu
 - Human Resources
 - PPMDT - Manager's Desktop
 - Personnel Management
 - Administration
 - HR Master Data
 - PA40 - Personnel
 - PA30 - Maintain** (highlighted)
 - PA20 - Display
 - PA10 - Personnel
 - PA70 - Fast Entry
 - PA42 - Fast entry: .

The command field at the top left contains "PA30". A red box with a black border contains the instruction: "1. Follow menu path or enter PA30 in the command field; press enter". Arrows point from this instruction to the "PA30" in the command field and the "PA30 - Maintain" menu item.

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The screenshot shows the SAP HR Master Data interface. The top bar includes the SAP logo and menu options: HR master data, Edit, Goto, Extras, Utilities, Settings, System, and Help. Below the menu bar is a toolbar with various icons. The main window is titled 'Maintain HR Master Data' and displays employee information for 'John M. Public' (Personnel no. 99999). The 'EE group' is 7 (State Extra/Sea...) and the 'EE subgroup' is U0 (Hourly). The 'Pers.area' is FA07 (DFA - Revenue Service...) and the 'Cost Center' is 397302 (Asst Com O an...). The 'Personal Data' tab is selected, and a dropdown menu is open, showing options: Personal Data, Addtl. Employee Data, Employment Issues, Career Management, Benefits, Payroll, Taxes, Garnishments, and Time. The 'Benefits' option is highlighted. A red box and arrow point to the 'Benefits' option in the dropdown menu.

2. Click on icon and choose Benefits

Personal Data
Addtl. Employee Data
Employment Issues
Career Management
Benefits
Payroll
Taxes
Garnishments
Time

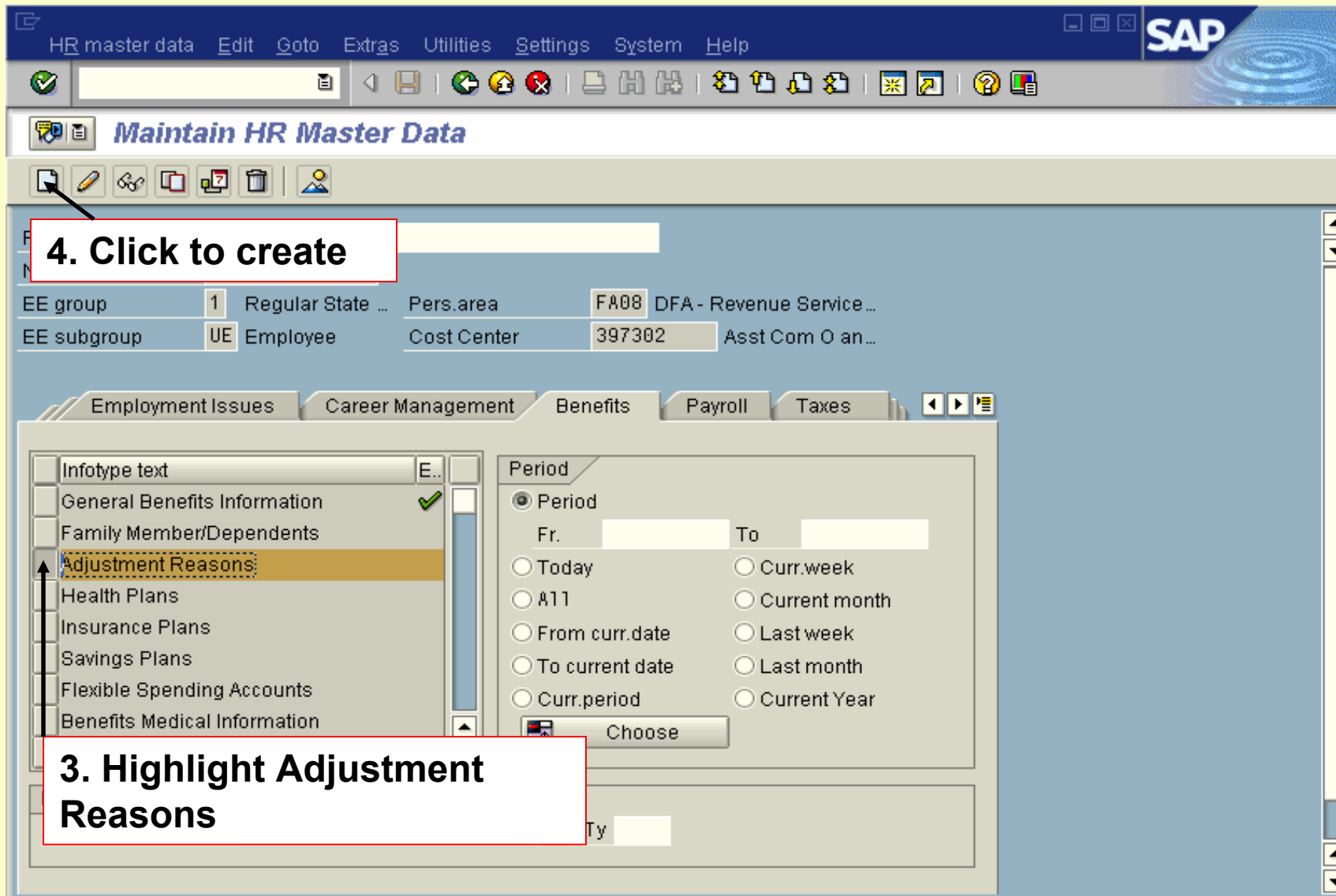
Infotype text
Actions
Personal Data
Organizational Assignment
Addresses
Basic Pay
Family Member/Dependents
Residence Status
Additional Personal Data
Communication

Today
A11
From curr.date
To current date
Curr.period
Choose

Curr.week
Current month
Last week
Last month
Current Year

Direct selection
Infotype
STy

Create Benefit Enrollment – Transfer to Full Time



The screenshot shows the SAP HR Master Data interface. The 'Maintain HR Master Data' window is open, displaying the 'Benefits' tab. The 'Adjustment Reasons' list on the left is highlighted, and the 'Period' selection options on the right are visible. A red box highlights the 'Adjustment Reasons' list, and another red box highlights the '4. Click to create' instruction.

4. Click to create

EE group 1 Regular State ... Pers.area FA08 DFA - Revenue Service ...
 EE subgroup UE Employee Cost Center 397302 Asst Com O an ...

Employment Issues Career Management **Benefits** Payroll Taxes

Infotype text E...
 General Benefits Information ☒
 Family Member/Dependents
Adjustment Reasons
 Health Plans
 Insurance Plans
 Savings Plans
 Flexible Spending Accounts
 Benefits Medical Information

Period
☒ Period
 Fr. To
☐ Today ☐ Curr.week
☐ All ☐ Current month
☐ From curr.date ☐ Last week
☐ To current date ☐ Last month
☐ Curr.period ☐ Current Year
 Choose

3. Highlight Adjustment Reasons



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Create Adjustment Reasons

5. Enter effective date of coverage

Personnel No. M ... Status Active

EE group 1 Regular State Em... Personnel ar FA08 DFA - Revenue Services Divisio

EE subgroup UE Employee SSN 999-92-9988

Start 06/01/2004 to 12/31/9999

Adjustment Reason Data

Benefit area State of Arkansas-US

Adjustment reason

- Family Status Change
- HIPAA
- New Hire Enrollment
- Transfer(Rtr. Plans)
- Transfer (All Plans)
- Return from LWOP
- Misc Benefit Changes
- Promotion/Demotion
- Rehire
- Transfer to FullTime

6. Click on icon and choose Transfer to Full Time



Create Benefit Enrollment – Transfer to Full Time

SAP

Infotype Edit Goto Extras System Help

Create Adjustment Reasons

7. Click to enter

Personnel number	Name	JOHN M ...	Status	Active
EE group	State Em...	Personnel ar	FA08	DFA - Revenue Services Divisio
EE subgroup	UE Employee	SSN	999-92-9988	
Start	06/01/2004	to	12/31/9999	

Adjustment Reason Data

Benefit area	State of Arkansas-US
Adjustment reason	Transfer to FullTime



Create Benefit Enrollment – Transfer to Full Time

SAP

Infotype Edit Goto Extras System Help

Create Adjustment Reasons

Personnel No 99999 Name JOHN M ... Status Active

EE group 1 Regular State Em... Personnel ar FA08 DFA - Revenue Services Divisio

EE subgroup UE Employee SSN 999-92-9988

Start 06/01/2004 to 12/31/9999

Adjustment Reason Data

Benefit area State of Arkansas-US

Adjustment reason Transfer to FullTime

Deviation from end date

Current end date: 12/31/9999

Calculated end date: 07/01/2004

Do you want to replace the current end date with the calculated end date?

Yes No Cancel

8. Click on Yes



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SAP

Infotype Edit Goto Extras System Help

Create Adjustment Reasons

9. Click to save

Personnel No	11497	Name	JOHN M ...	Status	Active
EE group	1 Regular State Em...	Personnel ar	FA08	DFA - Revenue Services Divisio	
EE subgroup	UE Employee	SSN	525-06-6333		
Start	06/01/2004	to	07/01/2004		

Adjustment Reason Data

Benefit area	State of Arkansas-US
Adjustment reason	Transfer to FullTime

Save your entries



Create Benefit Enrollment – Transfer to Full Time

Create Adjustment Reasons

Personnel No 99999 Name JOHN M ... Status Active
EE group 1 Regular State Em... Personnel ar FA08 DFA - Revenue Services Divisio
EE subgroup UE Employee SSN 999-92-9988
Start 06/01/2004 to 07/01/2004

Adjustment Reason Data
Benefit area State of Arkansas-US
Adjustment reason Transfer to FullTime

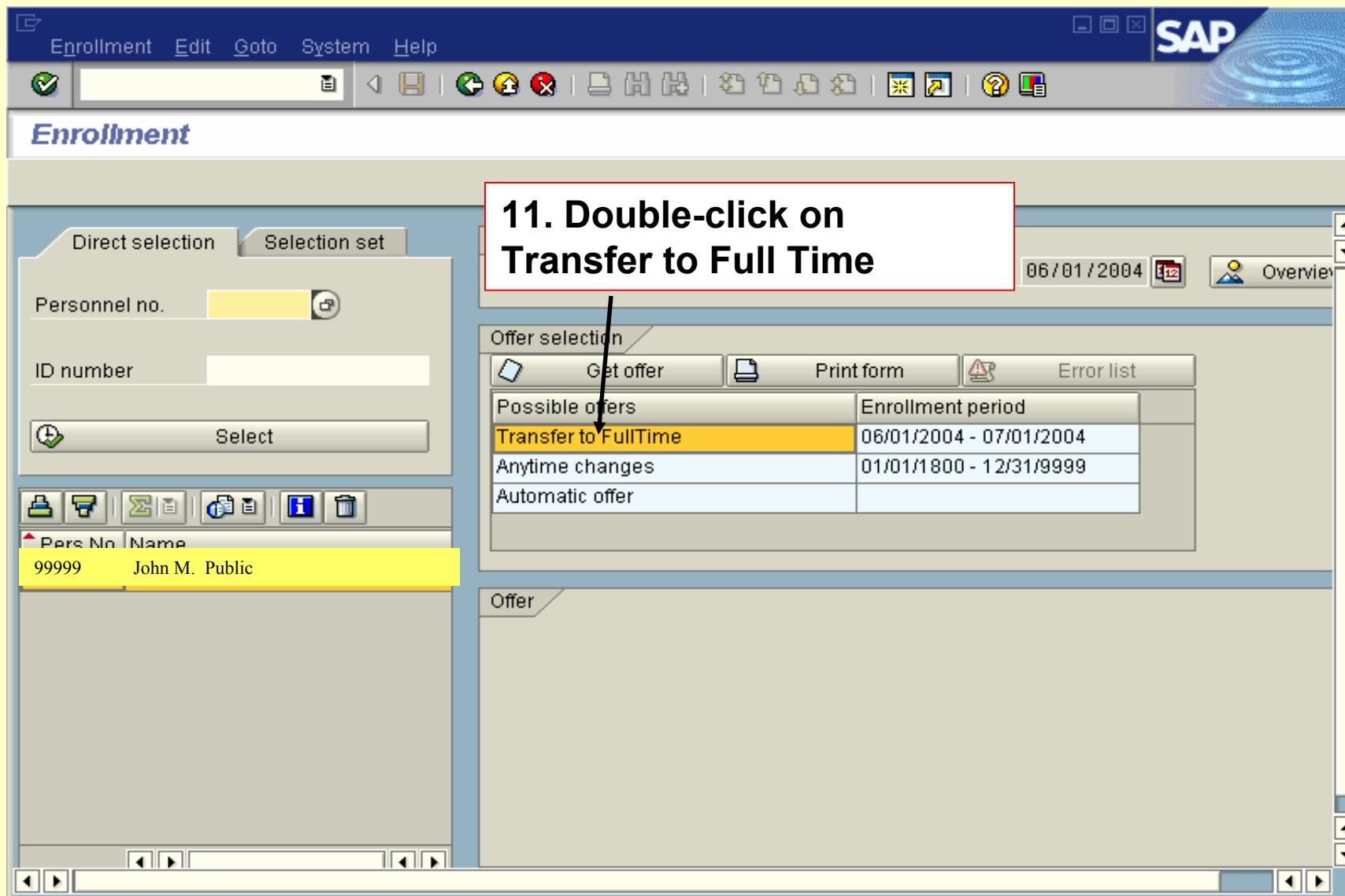
Go to enrollment

Do you want to go to enrollment?

Yes No Cancel

10. Click "Yes"

Create Benefit Enrollment – Transfer to Full Time



The screenshot shows the SAP HRBEN - Benefits Administration interface. The main window is titled 'Enrollment' and has a menu bar with 'Enrollment', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The left sidebar contains a 'Direct selection' tab and a 'Selection set' tab. Under 'Direct selection', there are fields for 'Personnel no.' and 'ID number', and a 'Select' button. Below these fields is a list of personnel with columns 'Pers No.' and 'Name'. The first entry is '99999 John M. Public'. The right pane is titled 'Offer selection' and contains a table with two columns: 'Possible offers' and 'Enrollment period'. The first row is highlighted in yellow and contains 'Transfer to FullTime' and '06/01/2004 - 07/01/2004'. The second row contains 'Anytime changes' and '01/01/1800 - 12/31/9999'. The third row contains 'Automatic offer'. A red box with the text '11. Double-click on Transfer to Full Time' is overlaid on the 'Transfer to FullTime' row, with an arrow pointing to it. The bottom of the window has a status bar with navigation icons.

11. Double-click on Transfer to Full Time

Possible offers	Enrollment period
Transfer to FullTime	06/01/2004 - 07/01/2004
Anytime changes	01/01/1800 - 12/31/9999
Automatic offer	

Create Benefit Enrollment – Transfer to Full Time

Enrollment

Enroll | Edit | Goto | System | Help

Personnel no.

ID number

Select

Pers No | Name

99999	John M. Public
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12. Double-click on appropriate Benefit plan

Enroll

Name John M. Public on 06/01/2004 Overview

Offer selection

Get offer | Print form | Error list

Possible offers	Enrollment period
Transfer to FullTime	06/01/2004 - 07/01/2004
Anytime changes	01/01/1800 - 12/31/9999
Automatic offer	

Transfer to FullTime

Enroll | Costs | Undo selection | Error list

	Status	Validity period	Activity
Medical			
Health Advantage HMO		06/01/2004 - 12/31/9999	
QualChoice HMO		06/01/2004 - 12/31/9999	
Health Advantage POS		06/01/2004 - 12/31/9999	
QualChoice POS		06/01/2004 - 12/31/9999	
Blue Cross Blue Shield PPO		06/01/2004 - 12/31/9999	
Basic Life			

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Enrollment

Maintain Health Plan

Pers.No. 99999 John M. Public
 Plan Health Advantage HMO
 Start 06/01/2004 - 12/31/9999

☐ Stop participation in period

Option

Plan options
 Health Plan Opt Standard HMO ASE
 Dependent Cover Employee

Costs USD Monthly
 Employee 61.22 ☒ Deductions Pre-
 Employer 0.00

13. Click to Accept

Accept

Enrollment period

06/01/2004 - 07/01/2004
01/01/1800 - 12/31/9999

Print form **Error list**

Undo selection **Error list**

Status	Validity period	Activity
HMO	06/01/2004 - 12/31/9999	
OS	06/01/2004 - 12/31/9999	
field PPO	06/01/2004 - 12/31/9999	

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Enrollment

Enroll Edit Goto System Help

Personnel no.

ID number

Select

Enroll

Name John M. Public on 06/01/2004 Overview

Offer selection

Get offer Print form Error list

Possible offers	Enrollment period
Transfer to FullTime	06/01/2004 - 07/01/2004
Anytime changes	01/01/1800 - 12/31/9999
Automatic offer	

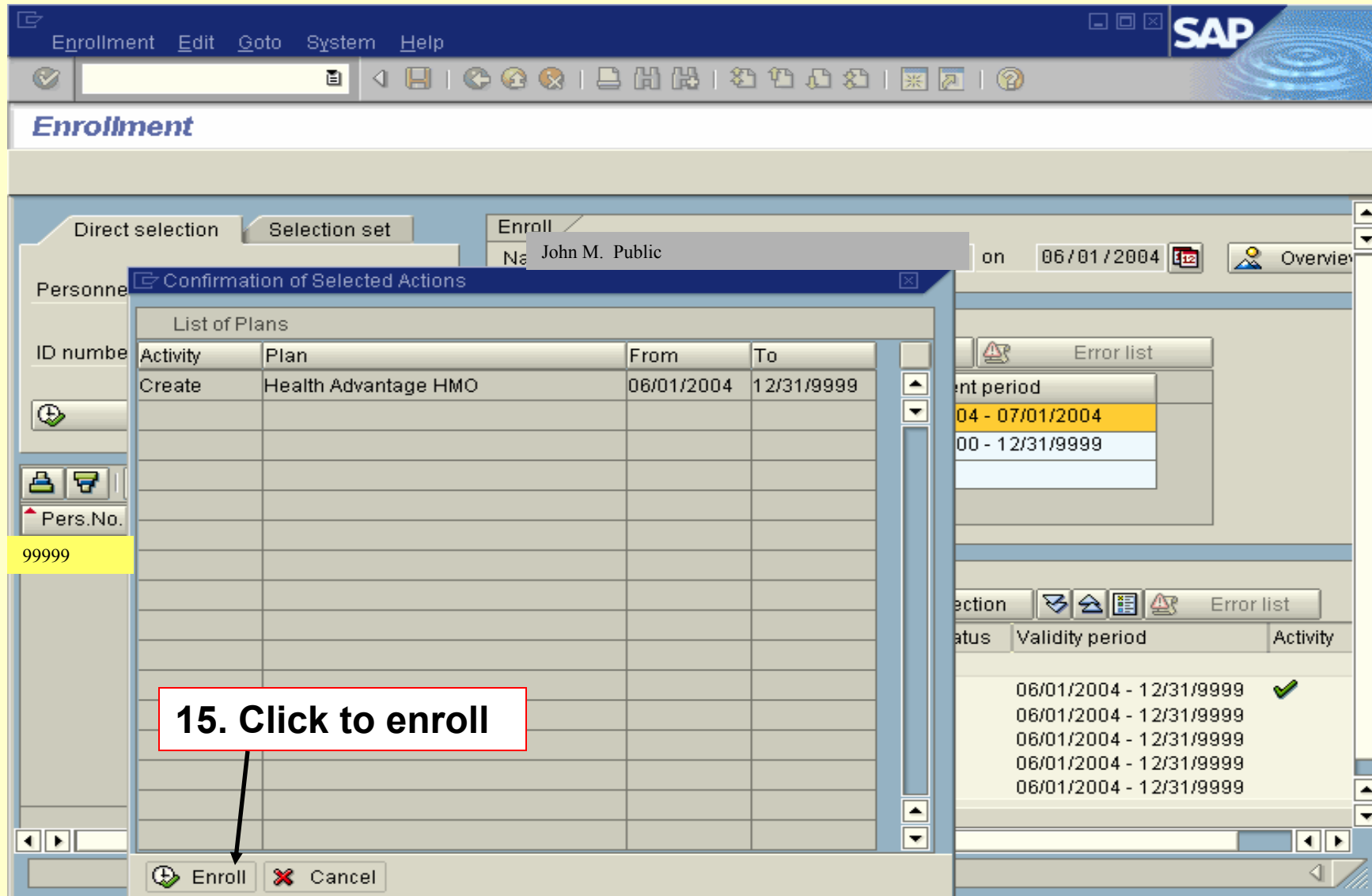
Transfer to FullTime

Enroll Costs Undo selection Error list

	Status	Validity period	Activity
Medical			
Health Advantage HMO		06/01/2004 - 12/31/9999	✓
QualChoice HMO		06/01/2004 - 12/31/9999	
Health Advantage POS		06/01/2004 - 12/31/9999	
QualChoice POS		06/01/2004 - 12/31/9999	
Blue Cross Blue Shield PPO		06/01/2004 - 12/31/9999	

14. Click to enroll

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Enrollment

Direct selection Selection set Enroll

Name John M. Public on 06/01/2004 Overview

Personnel Confirmation of Selected Actions

Activity	Plan	From	To
Create	Health Advantage HMO	06/01/2004	12/31/9999

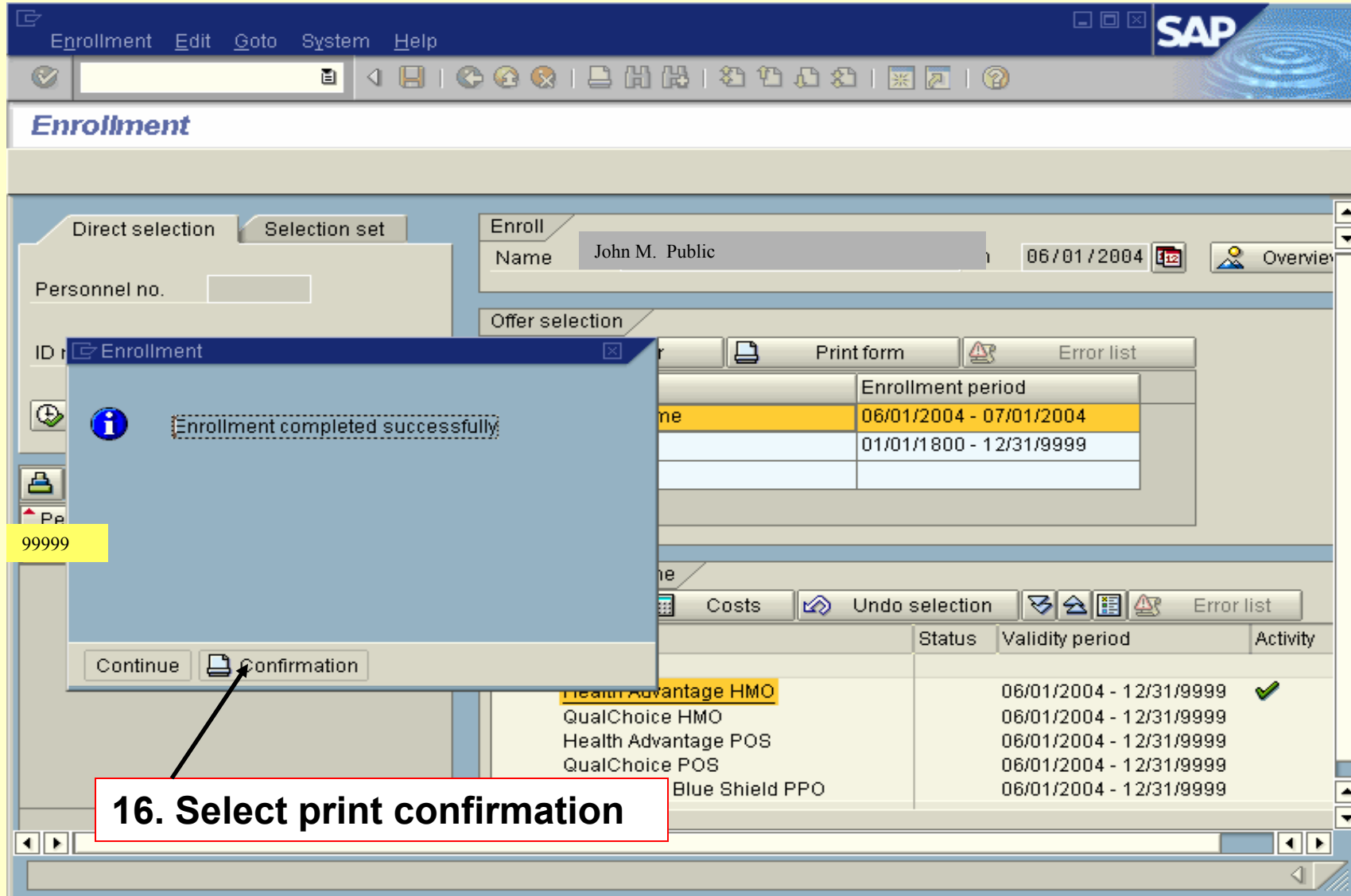
15. Click to enroll

Enroll Cancel

Error list

Validity period	Activity
06/01/2004 - 12/31/9999	✓
06/01/2004 - 12/31/9999	
06/01/2004 - 12/31/9999	
06/01/2004 - 12/31/9999	
06/01/2004 - 12/31/9999	

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The screenshot shows the SAP HRBEN - Benefits Administration interface. The main window displays the enrollment process for John M. Public, with the enrollment period set from 06/01/2004 to 07/01/2004. A confirmation dialog box is open, indicating that the enrollment was completed successfully. The dialog box has a 'Continue' button and a 'Confirmation' button, which is highlighted by a red box and an arrow pointing to it. The background window shows a list of enrollment periods and a table of benefit options.

Enrollment completed successfully

Continue Confirmation

16. Select print confirmation

Enrollment period	Validity period	Activity
06/01/2004 - 07/01/2004	06/01/2004 - 12/31/9999	✓
01/01/1800 - 12/31/9999	06/01/2004 - 12/31/9999	

Health Advantage HMO	Validity period	Activity
QualChoice HMO	06/01/2004 - 12/31/9999	
Health Advantage POS	06/01/2004 - 12/31/9999	
QualChoice POS	06/01/2004 - 12/31/9999	
Blue Shield PPO	06/01/2004 - 12/31/9999	